



Staff Guidance

Use of PPE During COVID- 19 Pandemic DECEMBER 2021

**ANY PREVIOUS VERSIONS OF THIS GUIDANCE SHOULD BE MADE
OBSOLETE**

IMPORTANT

This guidance refers to fluid resistant surgical masks (IIR) for use when providing personal care to an individual and in the event someone is showing suspected or confirmed symptoms of Coronavirus. In the event that a member of staff has been risk assessed for having an underlying health condition such as asthma or COPD, an alternative fabric mask will be provided in place of a surgical mask and a higher grade variant in the event of a COVID:19 outbreak. This PPE will be issued to you after the outcome of the Risk Assessment.

Introduction

It is recognised that PPE requirements vary in different settings and circumstances. In particular, the people we support who are deemed to be in vulnerable groups and undergoing shielding is an area in which enhanced protection is required. This updated guidance therefore sets out clear instructions on the use of PPE in the different service settings and situations, as part of safe systems of working, for emh staff in their day-to-day work.

Regardless of PPE level requirements, rigorous infection control procedures should be applied in all service settings

Supported Living Service

See Appendix 1

The nature of Supported Living means that staff will work in various contexts and settings during their working week.

The level of PPE required is set out in appendix 1. Please note that:

- In **ALL** Supported Living properties, an IIR surgical face mask or risk assessed variant **issued by emh care & support must be worn at all times on shift**, regardless of whether personal care is being provided or not. These masks can be used for the entire duration of the shift and then disposed of, along with other PPE used, using appropriate disposal techniques. Basic PPE should continue to be used when undertaking daily tasks that require this
- Gloves and aprons should be worn in addition when providing personal care
- Where a person we support **has tested positive**, additional levels of PPE must be worn when providing personal care. This includes an IIR fluid resistant mask or your risk assessed variant, eye protection and long sleeve disposable aprons or disposable sleeves. These should be appropriately disposed of after the personal care activity has been completed
- Where an individual we support **has tested positive**, a surgical mask (IIR) should also be worn at all times when on shift
- All supported people **who have has tested positive** must be isolated in their rooms for a minimum of 10 days

Nursing Homes

See Appendix 2

. In these settings the following should be adhered to in relation to PPE use:

- Gloves, disposable apron and IIR surgical mask to be worn **AT ALL TIMES** when on shift within the nursing homes
- The surgical mask **MUST BE WORN** for the duration of each shift
- Where a person we support **has tested positive**, additional levels of PPE must be worn when providing personal care. This includes a fluid resistant mask, eye protection and long sleeve disposable aprons or disposable sleeves. These should be appropriately disposed of after the personal care activity has been completed
- All supported people who **have tested positive** must be isolated in their rooms for a minimum of 10 days

Extra Care Schemes (Care Delivery)

See Appendix 3

In these settings the following should be adhered to in relation to PPE use:

- Social distancing measures should be applied where possible in communal areas and in the self contained living environment
- Surgical face masks (IIR) **MUST BE WORN** at all times by staff when on shift
- Gloves and disposable aprons **MUST BE WORN** when providing personal care to the people we support and then disposed of appropriately
- Where a person we support **has tested positive**, additional levels of PPE must be worn when providing personal care. This includes a fluid resistant IIR mask, eye protection and long sleeve disposable aprons or disposable sleeves. These should be appropriately disposed of after the personal care activity has been completed
- Surgical face masks (IIR) **MUST BE WORN** at all times by housing staff when on shift, unless lone working in the office or the safe systems of work protocol can be applied within the office
- When finishing personal care activity with a person **who have tested positive**, staff must defer back to wearing a surgical mask at all other times on shift
- All residents **who have tested positive** should be strongly advised to self-isolate in their apartments for a minimum of 10 days

Extra Care Schemes (Housing Only)

See Appendix 4

No personal care is provided in these settings, the following **MUST BE ADHERED TO** in relation to PPE use:

- Social distancing measures should be applied where possible in communal areas and in the self contained living environment
- Surgical face masks (IIR) **MUST BE WORN** at all times by housing staff when on shift, unless lone working in the office or the safe systems of work protocol can be applied within the office
- Where a resident **has tested positive**, additional levels of PPE must be worn when providing general support. This includes a gloves, disposable apron and a surgical mask. Social distancing rules should also be maintained where possible. PPE must be appropriately disposed of after the support activity has been completed
- When finishing the support activity with a person displaying suspected symptoms of Coronavirus, housing staff **MUST DEFER BACK** to wearing a surgical mask at all other times on shift
- All residents displaying suspected or confirmed symptoms should be instructed to self-isolate in their apartments for a minimum of 10 days

Supported / Sheltered Housing

See Appendix 5

No personal care is provided in these settings, the following **MUST BE ADHERED TO** in relation to PPE use:

- Social distancing measures should be applied where possible in communal areas and in the self contained living environment
- Surgical face masks (IIR) **MUST BE WORN** at all times by housing staff when on shift, unless lone working in the office or the safe systems of work protocol can be applied within the office
- Where a resident **has tested positive**, additional levels of PPE must be worn when providing general support. This includes a gloves, disposable apron and a surgical mask. Social distancing rules should also be maintained where possible. PPE must be appropriately disposed of after the support activity has been completed
- When finishing the support activity with a person displaying suspected symptoms of Coronavirus, housing staff **MUST DEFER BACK** to wearing a surgical mask at all other times on shift
- All residents who **have tested positive** should be instructed to self-isolate in their apartments for a minimum of 10 days

Day Services

See Appendix 6

In these settings the following should be adhered to in relation to PPE use:

- Surgical face masks (IIR) should be worn **AT ALL TIMES** by day services staff when on shift.
- Gloves and disposable aprons **MUST ALSO** be worn when completing personal care activities. A face shield **SHOULD ALSO BE WORN** if needed based on the Risk Assessment. After use disposable items should be disposed of appropriately
- After use disposable items should be disposed of appropriately
- Social distancing measures **MUST BE** applied where possible at all times
- Where a service **has tested positive**, additional levels of PPE must be worn when providing general support. This includes gloves, disposable apron and a surgical mask. Social distancing rules should also be maintained where possible. PPE should be appropriately disposed of after any support activity has been completed

emh care and support day centres work in a variety of settings and provide lots of different needs and activities.

For example, we could be in the community working one to one with someone who may at times communicate in ways that challenge. We could be out all day walking with 3 people in the Derbyshire countryside or supporting 3 people in one of our services in the art room at Golding Grange.

In many situations the member of staff will be expected to support people without specified breaks and only be able to take a break when they are able to do so.

This means that they may have to have their lunch or a drink while they are still able to supervise and support people if needed. With this in mind support staff may have to take their face masks off while still sharing spaces with others.

For our risk assessment we wish to state that staff may take off their face masks when they need to have a drink or something to eat while adhering to the following guidance:

- All reasonable efforts must be made to take your break while a colleague can cover your
- Take your break leaving the greatest distance possible between you and other people, at least 2m plus
- Have a break or something to eat when others are safely occupied doing other things
- Other people should be wearing their face masks while you take yours off
- You should take your break in a well ventilated room
- If you can organise then take your break while a colleague can cover for your role
- If you are out and about in the community only take your mask off when you are socially distanced (2m +) and if possible while you are outside

Disposing of Used PPE Safely

It is essential that when supporting an individual that is **have tested positive**, used Personal Protective Equipment must be stored securely within disposable rubbish bags.

These bags should be placed into another bag, tied securely and kept separate from other waste within a designated room. A Risk Assessment will be required which you should contact your Manager to complete.

PPE should not be subject to continued use if damaged, soiled, compromised or uncomfortable. New items of PPE should be used in these circumstances.

Supported Living COVID-19 PPE Requirements



Appendix 1

Personal Care and Confirmed Cases of Coronavirus

- **Social Distancing Measures**
- **Gloves**
- **Disposable Apron (long sleeve or short with disposable arm sleeves)**
- **IIR Surgical Mask (worn at all times when providing personal care)**
- **Eye Protection (goggles, goggles or face shield)**
- **Infection Control Procedures (i.e. hand washing / wiping down)**



Personal Care and Support in All Properties

- **Social Distancing Measures**
- **Gloves**
- **Disposable Apron**
- **Disposable IIR Surgical Mask (worn at all times on shift)**
- **Infection Control Procedures (i.e. hand washing / wiping down)**



Where reference is made to an IIR mask and you are using a Risk Assessed alternative mask, a higher grade variant will be issued to you in the event of an outbreak.

Nursing Homes COVID-19 PPE Requirements

Appendix 2

Personal Care and Support in High Risk Homes

- **Social Distancing Measures**
- **Gloves (worn at all times on shift)**
- **Disposable Apron (worn at all times on shift)**
- **IIR Surgical Mask (worn at all times on shift)**
- **Infection Control Procedures (i.e. hand washing / wiping down)**



Personal Care and Confirmed Cases of Coronavirus

- **Social Distancing Measures**
- **Gloves**
- **Disposable Apron (long sleeve or short with disposable arm sleeves)**
- **IIR Face Mask (worn at all times when providing personal care)**
- **Eye protection (glasses, goggles or face shield)**
- **Infection Control Procedures (i.e. hand washing / wiping down)**



Where reference is made to an IIR mask and you are using a Risk Assessed alternative mask, a higher grade variant will be issued to you in the event of an outbreak.

Extra Care Schemes (Care) COVID-19 PPE Requirements

Appendix 3

Personal Care and Support in High Risk Schemes

- **Social Distancing Measures**
- **Gloves**
- **Disposable Apron**
- **IIR Surgical Mask (worn at all times on shift)**
- **Infection Control Procedures (i.e. hand washing / wiping down)**



Personal Care and Confirmed Cases of Coronavirus

- **Social Distancing Measures**
- **Gloves**
- **Disposable Apron (long sleeve or short with disposable arm sleeves)**
- **IIR Surgical Mask (worn at all times when providing personal care)**
- **Eye protection (goggles, goggles or face shield)**
- **Infection Control Procedures (i.e. hand washing / wiping down)**



Where reference is made to an IIR mask and you are using a Risk Assessed alternative mask, a higher grade variant will be issued to you in the event of an outbreak.

Extra Care Schemes (Housing) COVID-19 PPE Requirements

Appendix 4

General Support in High Risk Schemes

- **Social Distancing Measures**
- **IIR Surgical Mask (worn at all times on shift)**
- **Infection Control Procedures (i.e. hand washing / wiping down)**



General Support to Residents with Confirmed Cases of Coronavirus

2nd Tier PPE requirements including:

- **Social Distancing Measures**
- **Gloves**
- **Disposable Apron**
- **IIR Surgical Mask (worn at all times on shift)**
- **Infection Control Procedures (i.e. hand washing / wiping down)**



Where reference is made to an IIR mask and you are using a Risk Assessed alternative mask, a higher grade variant will be issued to you in the event of an outbreak.

Supported Housing COVID-19 PPE Requirements

Appendix 5

General Support in Supported / Sheltered Housing

- Social Distancing Measures
- IIR Surgical Mask
- Infection Control Procedures (i.e. hand washing / wiping down)



General Support to Residents with Confirmed Cases of Coronavirus

2nd Tier PPE requirements including:

- Social Distancing Measures
- Gloves
- Disposable Apron
- IIR Surgical Mask (worn at all times when providing direct support)
- Infection Control Procedures (i.e. hand washing / wiping down)



Where reference is made to an IIR mask and you are using a Risk Assessed alternative mask, a higher grade variant will be issued to you in the event of an outbreak.

Day Services COVID-19 PPE Requirements

Personal Care and Support in High Risk Schemes

- **Social Distancing Measures**
- **Gloves**
- **Disposable Apron**
- **IIR Surgical Mask (worn at all times on shift)**
- **Infection Control Procedures (i.e. hand washing / wiping down)**



Personal Care and Confirmed Cases of Coronavirus

- **Social Distancing Measures**
- **Gloves**
- **Disposable Apron (long sleeve or short with disposable arm sleeves)**
- **IIR Surgical Mask (worn at all times when providing personal care)**
- **Eye protection (goggles, goggles or face shield)**
- **Infection Control Procedures (i.e. hand washing / wiping down)**



Where reference is made to an IIR mask and you are using a Risk Assessed alternative mask, a higher grade variant will be issued to you in the event of an outbreak.

Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 1 Put on your plastic apron, making sure it is tied securely at the back.



- 2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.



- 3 Put on your eye protection if there is a risk of splashing.



- 4 Put on non-sterile nitrile gloves.



- 5 You are now ready to enter the patient area.



Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.



- 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.



- 3 Snap or unfasten apron ties the neck and allow to fall forward.



Snap waist ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.

- 4 Once outside the patient room. Remove eye protection.



- 5 Perform hand hygiene using alcohol hand gel or rub, or soap and water.



- 6 Remove surgical mask.



- 7 Now wash your hands with soap and water.

